

Instructions for Course Registration

Course registration is completed through the DIVO Trainee Database, which is located on the installation disk. The Shipboard Coordinator uses this to track trainee progress. The database is an mdb file and should only reside on the Shipboard Coordinator's computer. Trainees should not have access to the database. Microsoft Access 2000 is required in order to use the database.

Installation

1. Insert the Installation CD on the Shipboard Coordinator's computer
2. Click the DIVO Trainee Database link
3. Click the link at the top of the instruction page to download the database
4. When prompted to download the file, click the Save button
5. Specify the location where the database will reside
6. Click Save
7. Browse to the location of the database on the computer
8. Right click on the database and choose Properties
9. At the bottom of the window, remove the check next to Read Only
10. Click OK

Entering Data

1. Open the DIVO Trainee Database
2. Select one of the four buttons to begin data entry
3. When finished, click the Submit button at the bottom of the form

The image shows a screenshot of the DIVO Trainee Database Switchboard. At the top, there is a header bar with the text "DIVO Trainee Database Switchboard" and a logo on the left. Below the header, there is a sidebar with four buttons: "Ship Specifications", "Trainee Registration", "Training Administrator Input", and "SWOS Input". The "Training Administrator Input" button is selected, and a form titled "Training Administrator" is displayed. The form has a title bar that says "Training administrator input" and contains three input fields: "SSN", "UIC", and "Billet". The "UIC" field is a dropdown menu.

Data entry forms must be completed in the order presented

1. Ship Specifications – defines trainee's shipboard environment
2. Trainee Registration – personal data for each trainee
3. Training Administrator Input – tracks completion progress for Practicum, Practical Problem and Case Study program elements
4. SWOS Input (Optional) – Applicable to SWOS schoolhouse functions and tracking.

Importing Trainee Progress Data

1. Insert Trainee Storage Data Disk in floppy drive (Drive A)
2. Open the DIVO Trainee Database
3. Click the Import Trainee Results button
4. Browse to the floppy drive (normally A) and select the trainee data file.
Note: This file will be labeled using the trainee's last name and the last four digits of his/her SSN. (Example: Jones6789.txt) Choose the file that contains "txt" extension. Do not choose the file with "erc."
5. Click the Import Data button

Generating Reports

1. Open the DIVO Trainee Database
2. Click on either the Trainee Summary Report or Trainee Detailed Report button

Refer to chapter nine in the Ship's Handbook for additional information on using the database.